

ASU
Certified Public Manager (CPM) Program
Seven Step Information and Selection Process

CPM INFORMATION SESSIONS:

1. TLC will facilitate information sessions for all interested employees:
 - Wednesday August 23rd 12 to 1:00 pm Tempe Learning Center
 - Tuesday August 29th 12 to 1:00 pm Tempe Police North Auditorium
2. Sessions will occur at various dates, times and locations within the city.
3. Employees will be provided with an overview of the CPM program and receive application materials.

APPLICATION PROCESS:

Interested employees will complete and submit the following items for review to Tempe Learning Center (TLC) by **THURSDAY SEPTEMBER 14th, 2006!**

4.
 - ☒ **Application**
(attach transcripts to meet ASU eligibility requirements: Option I or Option II)
 - ☒ **Employee Agreement**
 - ☒ **Statement** *(attach to meet City of Tempe eligibility requirement)*
5. The TLC Advisory Board will review and can select up to 10 qualified candidates for the Winter 2007 semester commencing in January 2007.
6. Selected applications will be sent to respective Department Managers for review and confirmation of employee attendance.
7. Employees are notified of selection.

NOTE:

Applicants who are not selected as CPM candidates or upon selection are not confirmed for attendance by their department due to departmental operations **MUST REAPPLY.**

MEMORANDUM

To: City of Tempe Employees

From: Tempe Learning Center Advisory Board: Application Committee

Subject: **CERTIFIED PUBLIC MANAGER APPLICATION PROGRAM
WINTER 2007 SEMESTER**

In an effort to develop leadership skills of employees at all levels of the organization, City Manager Will Manley has authorized a scholarship program that will allow employees to attend the Arizona State University's Certified Public Manager (CPM) program as part of their work schedule.

The CPM program is a professional certification program designed to help government organizations develop middle and top-level management teams capable of successfully managing changing roles and resource challenges. Participants enjoy networking and learning practical management skills from instructors who are leaders in Arizona government.

CPM is a one and one half-year program offered by ASU twice a year, once in the fall and once in the winter. A maximum of ten employees will be selected each semester. Applicants must be regular employees who are eligible to receive tuition reimbursement benefits as part of their benefits package.

NOTE: Fees (tuition and books) are paid in advance by TLC utilizing the selected employee's annual tuition reimbursement benefit. Should employees participate in the CPM program along with other pre-approved, tuition reimbursement eligible courses, amounts exceeding the annual tuition and book reimbursement benefit will be the responsibility of the employee.

The CPM selection process is administered by the Tempe Learning Center Board. Applications are now available for the Winter 2007 program, which begins on January 25th, 2007.

The deadline for submitting an application for consideration is THURSDAY SEPTEMBER 14TH 2006 by 5 PM to the TLC Offices, Tempe Public Library, 3500 S. Rural Road, Lower Level.

For additional information, please contact Tempe Learning Center at (480) 350-5313.

REMINDER: The CPM program is a one and one half-year obligation. Confirmation of an employee's participation is a commitment for the entire program. Dates for the additional sessions will be available from ASU prior to each semester.

ATTACHMENTS:

Projected Schedule
Application
Agreement

CPM Program Schedule*

[*Projected - for participants beginning Winter 2007]

Where:	ASU Downtown Center 502 East Monroe, Phoenix
Time:	8:30 a.m. - 4:30 p.m.
Course Topic:	<i>Management in the Public Organization</i> (10 days – 70 hours)
Fee:	\$630**
When:	January 25, 26 February 8, 9, 22, 23 March 8, 9, 22, 23
Course Topic:	<i>Systems Approach to Public Management</i> (5 days – 35 hours)
Fee:	\$430**
When:	To be determined
Course Topic:	<i>Case Studies in Decision Management</i> (5 days – 35 hours)
Fee:	\$430**
When:	To be determined
Course Topic:	<i>Ethics and Management Simulation</i> (4 days – 32 hours)
Fee:	\$430**
When:	To be determined
Graduation:	To be determined

***Fees and schedules subject to change; TLC prepays fees utilizing funds from employee's tuition reimbursement benefit.*

ASU Certified Public Manager Program City of Tempe Application

(Please provide your **business** contact information.)

Name _____ Mailing Address _____

Department _____ City/Zip _____

Phone _____ Fax _____ Email _____

ASU ELIGIBILITY REQUIREMENTS (Please specify Option I or Option II)

☐ **OPTION I.**

I have completed one of the following Approved Supervisory Programs within the last 5 years.
(Please mark which agency and include a copy of your certificate/transcripts of completion with your application.)

- | | |
|---|---|
| <input type="checkbox"/> City of Tempe (MST: Mandatory Skills Training Series I, II, & III) | <input type="checkbox"/> ASU Employee Training |
| <input type="checkbox"/> AGTS (Supervisory Academy) | <input type="checkbox"/> City of Phoenix |
| <input type="checkbox"/> Arizona Department of Administration | <input type="checkbox"/> Certified Municipal Clerk (IIMC) |
| <input type="checkbox"/> Arizona Department of Corrections | <input type="checkbox"/> Maricopa County |
| <input type="checkbox"/> Arizona Department of Economic Security | <input type="checkbox"/> Pinal County |

☐ **OPTION II:**

I have met the entrance requirement established by ASU's Advanced Public Executive Program based upon education and management experience. (Please complete a, b, and c below):

a. Two years of post-secondary education

Name of Institution: _____ Location: _____

Article I. Name of Institution: _____
Location: _____

b. Management education within the last five years: 60 contact hours or 4 credit hrs. (Attach proof of completion).

Name of Institution/Agency: _____ Course: _____ Hours: _____
Name of Institution/Agency: _____ Course: _____ Hours: _____

c. Supervision / Management Experience (minimum of 2 years)

Name of Agency/Organization: _____ Position: _____
From/To: _____

CITY OF TEMPE ELIGIBILITY REQUIREMENTS

Compose a clear, concise (two-page maximum) statement for the selection committee stating why you would like to attend the Certified Public Manager Program. Provide specific examples of **1)** how this program will assist you in meeting your career goals, and **2)** how your participation in the program will benefit your department and/or the city of Tempe. **Attach your statement to the application and employee agreement.**

Applicant Signature

Date

Supervisor's Signature

Date



City of Tempe Education Partnership Employee Agreement

The City of Tempe, Tempe Learning Center has established a partnership with Arizona State University, Advanced Public Executive Program, PO Box 873007, Tempe, Arizona, to offer City of Tempe employees the opportunity to apply for enrollment in the Certified Public Manager (CPM) program.

Obtaining Certified Public Manager credentials is a challenging endeavor; therefore, employees should carefully consider their personal ability and desire to enter this course of study.

Please read the following commitment and stipulation carefully before signing.

Employee Commitment:

In consideration of the city's payment of course tuition, books and fees on my behalf, I hereby agree and understand that I assume the following responsibilities upon entering this program.

I acknowledge that I am expected to complete the Certified Public Manager program within the time frame established by Arizona State University and Tempe Learning Center.

In the event that I find it necessary to withdraw from the program before completion, I will request approval to drop in writing to my supervisor and manager. I understand that I will forfeit my eligibility to participate in any future educational partnership program or tuition reimbursement until the program that I withdrew from has been completed.

If I leave my employment with the city for any reason I shall reimburse the city for the tuition advanced on my behalf for that portion of the program not yet completed by me.

I understand that fees (tuition and books) are paid in advance by TLC utilizing my annual tuition reimbursement benefit. Should I participate in the CPM program along with other pre-approved, tuition reimbursement eligible courses, amounts exceeding the annual tuition and book reimbursement benefit will be my responsibility.

Stipulations:

The eligible candidate for the CPM program must be a regular employee who is eligible to receive tuition reimbursement benefits as part of their benefits package.

Admission is contingent upon meeting all the entrance requirements set forth by Arizona State University and City of Tempe.

Signature

Date

Printed Name

Employee ID

Supervisor's Signature

Date